

**FAQs – Contracting consultants at HQ Campus  
September 2020**

**Question:** Is it possible to contract new consultants and ask them to move to Switzerland to work at WHO/HQ, Geneva, now that Phase 2 of return to premises is being implemented?

**Answer:** In the current circumstances, priority is being given to staff for the return on premises in WHO/HQ Geneva. In light of the evolving situation in the context of COVID-19, travel restrictions globally, as well as the limited space available on WHO/HQ premises due to the new hygiene measures implemented for our gradual return to premises, **WHO Managers are requested to ensure that any new consultant contract is offered to perform the work off-site/remotely without the need to travel to Switzerland.** This arrangement is being implemented with immediate effect and will be in place until further notice.

**Question:** If current on-site consultants who have already moved to Switzerland to start their consultancy, and opted to remain in Switzerland working off-site, are offered a new contract, should it also be off-site?

**Answer:** The Organization will honour the current contract offered until its expiry date. **Any new contract should be offered for off-site work (i.e. remotely from their home location) only until further notice. On an exceptional basis, new on-site contracts may be offered to consultants who have already moved to Switzerland if one of the following conditions are met:**

- 1. Consultants who cannot travel back to their home country due to border closures and unavailability of flights may be offered on-site contracts (i.e. in presence or remotely working from Geneva) and continue receiving living expenses;**
- 2. Consultants who have already been included in the list of colleagues requested to return to the premises during phase 1 and 2 may be offered on-site contracts.**

**Question:** If current on-site consultants who already moved to Switzerland to start their consultancy, and subsequently returned to their home country/other location during the lock-down period, are offered a new contract, should it also be off-site?

**Answer:** The Organization will honour the current contract offered until its expiry date. If the consultant decides not to, or is unable to, return to Switzerland during the validity of the current contract, Managers should be flexible and allow consultants to continue working remotely until the expiry date of the contract. **Any new contract should be offered for off-site work from their home location only until further notice.**

**Question:** What are the legal implications for a consultant residing in France, who was initially working on premises in WHO/HQ, and is now working from home in France?

**Answer:** Consultants who chose to reside in France are responsible to ensure that they have the appropriate residence permit for France. If a consultant is also working remotely from France, s/he needs to approach the French authorities to ensure that they have the appropriate work permit to legally work remotely from France. Legitimation cards are work permits to reside and work for WHO in Switzerland only. WHO has no and will not assume any responsibility for the consultant's tax and social security liabilities (or the increase of the same) that may result from any particular choice of their residence while working for WHO.